



## Meeting Minutes: Internal Control Roundtable

Date: February 21, 2019  
Minutes prepared by: Jake Rossow, Internal Control Specialist  
Location: Veteran's Service Building, Fifth floor conference room

### Attendance

Amy Jorgenson, Jake Rossow, and Josh Botnen (ICA), Laurie Studer, Holly Folkers, Susan Walto, and Jennifer Xiong (MnDOT), Nick Mokaya and Wilson Tinda (PCA), Sandy Ludwig (MDH), Prince Wheaton (DNR), Paul Mathe and Brenda Dabruzzi (DPS), Eric Athman (DMA), Shireen Gandhi, Ken Vandermeer, and Titima To (DHS), Mike Thone (MHFA), Gina Amacher, Lori Caspers, Jack Mansun, and Mindy Fukushi (MDOR), Mark Pochardt and Vicky Baukol (DOC), John Nyanjom and Steven Nyame (MNSure), Courtney Quinn (MDVA), Robert Helgeson (OHE), David White (MSAB), Paul Doyle (OMHDD), Kevin Hoese (Racing Commission), Fekade Cherinet (DEED), David Salchow and Naomi Munzner (Admin), Jennifer Nasifoglu (AGO), Sheldon Klugman (COMM), Molly Nystel (WCCA).

### Agenda

- Welcome and Introductions – Jake Rossow, ICA at Minnesota Management and Budget (MMB), welcomed the group, thanked them for their attendance, and introduced Sandy Ludwig.
- Sandy Ludwig, Acting Internal Audit Director for the Minnesota Department of Health (MDH), discussed the agency's Single Audit process and the use of the Federal Audit Clearinghouse to pinpoint audit reports, specifically findings related to MDH. (Presentation slides attached)
- Amy Jorgenson, Director of Enterprise Internal Controls at Minnesota Management and Budget (MMB), expanded the Single Audit topic to discuss MMB's and The Office of Legislative Auditor's (OLA) role in the Statewide Single Audit. (Presentation slides attached)
- Jake Rossow discussed the Fraud Awareness and Prevention Week Survey, some survey results, and the overall strengths and improvement opportunities for the program.
- Open Forum
- ICA presented Risk Assessment Phase III training. Thank you to all who attended and participated in the discussion regarding agency risk assessment. (Presentation slides attached)

## Announcements

- Annual Internal Control System Certification outreach season is underway. ICA is now contacting agencies to set up meeting dates, with the goal of risk assessment agency meetings concluding by April 17, 2019. This year we are partnering with MMB's Continuity of Operations Planning unit (COOP).
- Data Classification – agencies can discuss data classification options with their agency legal teams for the Control Environment Self-Assessment Tool (CESAT) and Agency Risk Assessment Worksheet.
- Enterprise Code of Conduct Training – if agencies are having issues with Code of Conduct modules in Enterprise Learning Management (ELM), agency ELM administrators can contact RJ (Rodney) Duff at MMB for assistance [Rodney.duff@state.mn.us](mailto:Rodney.duff@state.mn.us)

## Next Meeting

Date: Thursday, April 4, 2019

Time: 9:00 a.m. to 11:00 a.m.

Location: MN Judicial Center Building

Agenda: TBD – an Outlook meeting invitation update will be sent once the agenda is finalized.